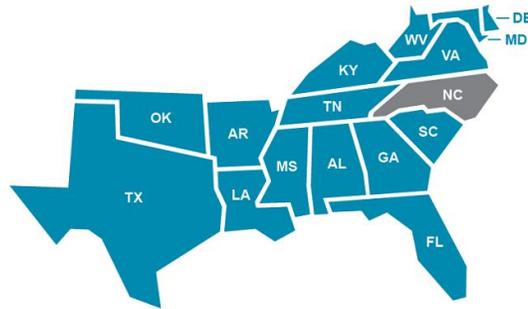


ACADEMIC COMMON MARKET FAQ



Question: If my program is offered at a participating institution, but is not on the list of eligible program, can I apply to the ACM?

To request access to a program not currently approved, please submit the student's letter of acceptance into the academic major, along with the link to the curriculum and course descriptions for the program being requested. If it is determined that a similar program is not available in Maryland, then the request for access will be made to the Southern Region Educational Board (SREB). Per the SREB, requests for program access may take up to 6 - 8 weeks for processing. Please email your request to acm.mhec@maryland.gov. Please note that the student must be fully and unconditionally admitted into an academic program at a **participating institution** in order to request access to a new program.

For the 2022-2023 academic year, requests for access to an academic program must be received by September 30, 2022. Processing time for these requests is 8 - 12 weeks; therefore students should proceed with the ACM application process to ensure the application is submitted prior to the deadline. MHEC is not responsible for access decisions rendered after the institution deadline.

Question: How long is the ACM application review process?

The average production rate is 4-to-6 weeks if not longer depending on the time of application. Applications are processed in the order in which they are received.

Question: How will I know when my application is reviewed and/or approved?

Applicants should login to the OneStop portal and select history to see where their application is in the certification process.

Question: How will my university know that I have been certified?

Once a “complete” application is received, the State ACM Coordinator will:

- Verify the student’s residency, confirm the program's eligibility for ACM benefits and certify the student as a Maryland resident
- Notify the applicant via the OneStop portal and email the student's certification to the institution's ACM Coordinator within 4-6 weeks

Question: What are my responsibilities as an ACM participant and am I required to reapply?

If you answer “**yes**” to **any** of the questions below, you must submit a new and complete ACM application:

- Did you change your major or institution (even if to another ACM major or institution)?
- Did you fail to maintain good academic standing (defined by the institution)?

You may submit a new ACM application only when you return to good academic standing

- Did you fail to maintain continuous full-time enrollment (i.e. 12 credits) in the program for which you were certified? (Credit requirement may vary in summer terms)

You may submit a new ACM application only when you return to full-time status

- Did you relocate to another state? If yes, then you are no longer eligible for the ACM as a Maryland student (even if the other state participates in the ACM).

You may inquire with the ACM Coordinator for your new state of residence about ACM eligibility criteria.